

# MUNICIPAL SCHEDULE

**STANDARD** Risk Management Records

RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
Accident/Incident Reports (Customer and Employee)	a) Transfer records resulting in worker's compensation to WORKER'S COMPENSATION PROGRAM CLAIMS FILE. b) Destroy in office remaining employee claims 3 years after settlement or denial of claims *  c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years.	G.S. 130A-12 regarding confidentiality of local health dept "records containing privileged patient medical information or information protected under 45 CFR Parts 160 and 164 (HIPPA)".
See also WORKER'S COMPENSATION PROGRAM CLAIMS FILE; LITIGATION CASE FILE, if report results in legal action.		
Air Pollution Source Information	Destroy in office after 2 years.*	
For facilities which are no longer operational.		

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Asbestos Management Plan**

Destroy in office 1 year after building is destroyed or ownership is transferred.

29 CFR 1910.1001

**Bloodborne Pathogen Training Records**

Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualification of instructors.

a) Transfer employee specific records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), if such training/testing is required for position held or could affect career advancement.

b) Destroy in office remaining records when administrative value ends.

29 CFR  
1910.10300(h)(2)(ii)

c) Destroy in office remaining records after 3 years.\*

**Claim Cost Reports and/or Statements**

Destroy in office after 3 years\*

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Disaster and Emergency Management Plans**

Destroy in office when superseded or obsdete.

Comply with applicable provisions of G.S. 132-1.6 regarding confidentiality of security records.

Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious).

**Employee Medical Exposure Records**

Destroy in office exposure records 40 years from date of exposure or 30 years from date of separation, whichever occurs later.\*

Records concerning exposure of employees to potential hazardous materials, including asbestos and bloodborne pathogens.

29 CFR 1910

**Fire and Safety File**

Destroy in office when superseded or obsdete.

**RECORDS SERIES TITLE****DISPOSITION INSTRUCTIONS****CITATION****Fuel Oil Storage Tank Records**

a) Destroy in office closure records 3 years after completion of permanent closure in accordance with G.S. 280.32 and 280.72.

b) Destroy performance claims and tank tightness tests completed every 5th year after 5 years. c) Destroy in office maintenance reports, repair and upgrade reports, product inventory measuring charts, tank tightness tests completed on a yearly schedule,

40 CFR 280.34; 40 CFR 280.74

and all other tests and related records after 1 year.

**Hazardous Materials Training Records**

Destroy in office after 5 years.

Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.

See also EMPLOYEE TRAINING AND EDUCATIONAL RECORDS (Administration and Management Records).

**Health and Safety Records**

Destroy in office when superseded or obsolete.

Records concerning agency safety measures.

May include reports, logs and similar records documenting health and safety inspections of agency facilities.

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**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

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**Hold Harmless Agreements**

Destroy in office 6 years from date of termination or settlement of all claims.\*

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**Insurance and Liability Waivers**

Destroy in office 6 years from date of termination or settlement of all claims.\*

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**Insurance Audits, Surveys and Reports**

Destroy in office when administrative value ends.

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\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Loss Control Inspection Reports**

Destroy in office after 1 year.

Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.

**Material Safety Data Sheets**

Forms supplied to local government agencies from manufacturers and distributors of hazardous materials.

Destroy 30 years after materials have been disposed of according to manufacturers instructions. Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the

formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where it was used, and when it was used is retained the required 30 year period.

29 CFR 1910.1200, 29  
CFR 1910.22E

**Notification of Penalty Assessment File**

Destroy in office after 6 years.

## RECORDS SERIES TITLE

## DISPOSITION INSTRUCTIONS

## CITATION

**Occupational Safety and Health Administration (OSHA) File**

Destroy in office after 5 years.

Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms 101 and 200.

29 CFR 1904.44

**Respirator Program Records**

Destroy in office when administrative value ends.

Includes respirator fit test records.

**Self-Insurer Certification File**

Destroy in office 6 years from date of termination or settlement of all claims.

**RECORDS SERIES TITLE**

**DISPOSITION INSTRUCTIONS**

**CITATION**

**Self-Insurer Certification File**

Destroy in office 6 years from date of termination or settlement of all claims.

**U.S. Bureau of Labor Statistics and Summary File**

Destroy in office when administrative value ends.

**U.S. Environmental Protection Agency (EPA) Reports**

Destroy in office after 2 years.\*

\*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction